

CONFIDENTIAL

Chief, Management Staff

31 July 1959

Chief, Records Management Staff

Weekly Report for Week Ending 29 July 1959

1. Contributions

a. Tangible

- (1) Eight offices transferred 226 cu. ft. of inactive records to the Records Center. Since 1 January, the weekly transfer rate has averaged 370 cu. ft. as contrasted to 218 cu. ft. during 1958.
- (2) Destroyed at the Center 84 cu. ft. of records leaving a balance of 635 cu. ft. to be burned. Gained 422 cu. ft. of shelving space at the Center by assembling HBS binders into sets and by consolidating or disposing of finished intelligence reports.
- (3) Completed two new and four revised forms. A significant revision was the improvement in Form 73, Request for Internal Training. Color coding and identification of copies should eliminate the preparation of over 20,000 copies a year. The form was also reduced from 8" x 10 1/2" to 8" x 5".

b. Intangible

- (1) As a result of our survey, improvement actions were taken on 76 of 334 forms used overseas.
- (2) Ordered 1 1/2 million "multi-purpose" envelopes which will replace by volume 75% of the envelopes now used and will eliminate two types of envelopes from the supply system. The new envelope, designed by this Staff for use with the combined Courier Receipt and Log Record, will increase the benefits already gained on a test basis.

CONFIDENTIAL

2. Assignments - Activea. Forms

- (1) Seven new and 15 revised forms in process.
- (2) Teletype Discrimination Information Reports and Systems.
- (3) Revision of Dispatch Forms.
- (4) Improved Management of Stocked Forms. | See 1.b.(1).
- (5) Uniform Information Report.
- (6) New Building Project.
- (7) Expediting Printing of Information Reports.
- (8) Revision of Courier Receipt and Log Record, Form 240.
- (9) Improvement in Quality of Information Reports Production - Tested and found faulty 50 sets of Information Report forms recalled from the field. Manufacturer has agreed to make restitution for an original order of 7,500 sets that cost \$1,500.

b. Shelf Filing

- (1) Office of Personnel.
- (2) Contact Division
- (3) Office of Security.
- (4) OOR.
- (5) OOR.

25X1

c. Filing Systems

- (1) FMB. ✓

d. Records Control Schedule

- (1) Executive Registry (revised) ✓
- (2) FI Staff (Rev). | Review continuing. Discussions held with Records Integration Division personnel.
- (3) New Building Site (Rev) ✓
- (4) Completed the identification and inventory of records The survey revealed other areas of records management demanding attention.

5

CONFIDENTIAL

CONFIDENTIAL**e. Special Projects.**

- (1) Revision and Reorder of Overnight Storage Boxes. ✓
- (2) DD/P Support Records. ✓
- (3) Predecessor Agency Records. ✓ Inventory being prepared for typing.
- (4) Entrance-on-Duty and Refresher Training in Filing (Project formerly referred to as "Revision of Training Material Used by GSR"). Plans underway for first refresher course in Fall for DD/S personnel.
- (5) Demonstrator File on Subject-Music System. ✓
- (6) DD/P Trainees. [redacted] gained practical experience in surveying [redacted] records. 25X1 25X1
- ✓ (7) Survey of Unused Safes (New Project). ✓ Examined about 3,000 Security Check Sheets on file in the Office of Security and determined that the continued use of 55 safes bears scrutiny.

f. Vital Records**3. News**

- a. [redacted] 25X1
- b. Three members of this Staff visited the Vanguard computer center.
- c. Mr. [redacted] is attending the RCA 501 computer course this week. 25X1
- d. While on leave, [redacted] visited the Maryland Hall of Records and the State Records Center in the company of Mr. Rathoff, State Archivist, and Mr. Beech, Chief of Records Management. 25X1

CONFIDENTIAL